

Team Meeting Agenda

DATE	LOCATION		
10/25/2024	Zoom Meeting (http://us05web.zoom.us/j/83378644193?pwd=wQ7uRAO3XFNbluX9Xg7vu3vu4PHuiC.1)		
MEETING TITLE	START TIME	END TIME	
Sales Meeting	02:00 PM	05:10 PM	
TEAM NAME	FACILITATOR		
Sales Team ALPHA	Serene Akpan		
TEAM MEMBERS REQUESTED TO ATTEND			
Elvis Osanebi (CEO)	Regina Cecilia(FM)	Oluchi Esther(HOC)	Emma Ugwu(HOT)
Serene Akpan(VA)	Felix Akpan(HOO)	Francis Chinedu(HR)	Comfort Godwin(Pr)

AGENDA

CONTENT	TO BE PRESENTED BY	START TIME	DURATION
1. Purpose of Meeting and Objectives	CEO	02:00 PM	0:05
2. Assign Minute Taker and Timekeeper; Define Roles	Protocol	02:05 PM	0:05
a. Minute Taker: Serene Akpan(VA)	Protocol		
b. Timekeeper: Francis Chinedu(HR)	Protocol		
3. Review Previous Meeting Actions	Virtual assistant	02:10 PM	0:20
4. Agenda Items: Opening			
a. Opening Remarks By Team Leader:	CEO	02:30 PM	0:10
i. Topic 1: How to make cheaper and better food products for marketing.	Head of Catering	02:40 PM	0:15
ii. Topic 2: How to bring the best out of on ground marketers.	Head of Operations	02:55 PM	0:15
iii. Discussion of both topics	CEO	03:10 PM	0:30
b. Action Item; Updates			
i. Updates by Financial manager	Financial Manager	03:40 PM	0:10
ii. Updates by Head of Tech	Head of Tech	03:50 PM	0:10
iii. Novel Suggestions	CEO	04:00 PM	0:10
c. Companies Future			
i. How to use foresight(Learning Time)	CEO	04:10PM	0:20
ii. Questions and reviews	Financial Manager	04:30 PM	0:10
iii. Refreshments.	Head of Catering	04:40 PM	0:10
5. Review of New Action Items' Terms and Descriptions	Virtual Assistant	04:50 PM	0:05
6. Proposals for Next Meeting Agenda	Protocol	04:55 PM	0:05
7. Evaluation of Current Meeting	Human Resource	05:00 AM	0:05
8. Adjournment	Virtual Assistant	05:05 PM	0:05

